

## INCIDENT INVESTIGATION AND REPORTING

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### Purpose

Incident investigation and reporting allows us to learn from incidents or near misses so the likelihood of recurrence and the potential for major incidents can be minimized or avoided.

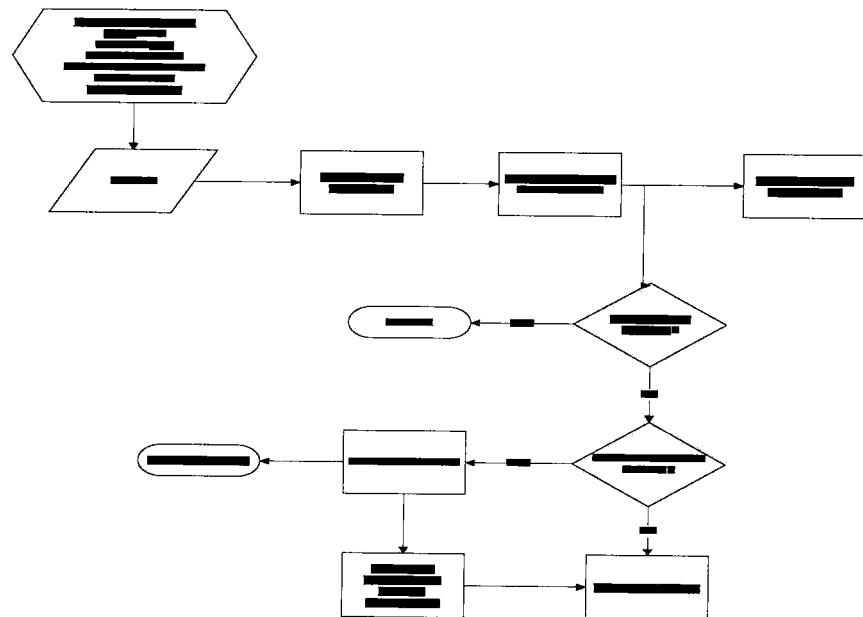
### Incidents

All incidents on the plant, including those involving contractors, will be reported to plant management.

### 1<sup>st</sup> Report Process

Burnside First Report Process

#### Burnside First Report Process



## INCIDENT INVESTIGATION AND REPORTING

### Report

### Burnside Initial Incident Report (for internal use only)

#### Incident Information

Date reported: \_\_\_\_\_

Title: \_\_\_\_\_

Incident date: \_\_\_\_\_ Incident time: \_\_\_\_\_

Area: \_\_\_\_\_

Brief Description of Known Facts: \_\_\_\_\_

Immediate Action Taken: \_\_\_\_\_

Other Action Recommended: \_\_\_\_\_

Environmental Deviation ( Title V, other ): \_\_\_\_\_

Chemical Released: \_\_\_\_\_

Report Completed by: \_\_\_\_\_

Note: Deliver copy of form to manager upon completion

An Incident Report will be completed during the shift the incident occurred, if possible, but no later than the following regular working day.

Incident Reports will be assigned sequential numbers on an annual basis using the following format:

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- Year and incident number "01" (200X-XX)

### Incident Report

The Incident Report provides the basis for any continuing investigations and should be included in the incident file.

IR reports should contain the following elements:

- Date and time investigation started
- Date and time of the incident
- Incident Classification (s)
- Description of cause and results
- Immediate action taken
- Recommendations to prevent recurrence
- Name of person reporting
- Whether Serious or Environment Investigation recommended

The Incident Report will serve to determine if the incident should be categorized as Category A, B, or C, as defined in S3Y

Incident Reports will be reviewed with on-site personnel, including contractor employees, and distributed off-site to similar operations, as appropriate.

### Environmental Incidents (EI)

For internal DuPont reporting requirements, incidents which impact the environment require completion of an Environmental Incident (EI) Report and will be classified and reported to guidelines for environmental incidents.

### Incident Investigation Team

An investigation team consisting of at least one plant management member; parties directly involved in the incident, unless unavailable due to medical reasons or work schedule, and one member each from mechanical and operations groups will be established. If a contractor is involved, contractor supervision will be included on the team.

The incident investigation team will attempt to determine ways

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to prevent a recurrence and actions to reduce or minimize the hazard. These may include, but is not limited to, equipment change, training, procedure development or modification, or isolation and identification of the potential for danger.

Each team will designate a chairperson. The chairperson will:

- Control the scope and activities of the team
- Call and preside over meetings
- Assign tasks and schedules – Manage It Central (MitC) to schedule and document recommendations
- Coordinate off site resources as necessary
- Issue investigation reports

Plant management and the SHE team will analyze and implement

Recommendations resulting from the findings of the incident investigation team. If management feels there is a chance the same type of incident could occur at other plants, copies of the incident investigation report will be transmitted to them.

All process, fire, environmental and distribution incident investigations will be conducted as required in SY3, with guidance referencing the Sulfur Products PSM manual. and scored according to the procedures identified in SY8.

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### INCIDENT INVESTIGATION REPORT 2010-XX

**INCIDENT TITLE:**

**DATE & TIME OF INCIDENT:**

**DATE & TIME INVESTIGATION BEGAN:**

**NATURE OF INJURY OR ILLNESS:**

**A. REPORT:** \_\_\_\_\_ PRELIMINARY \_\_\_\_\_ F

**CLASSIFICATION:** (Injury \_\_\_\_\_ Illness \_\_\_\_\_ Incident \_\_\_\_\_)

**PSM:** Point Total \_\_\_\_\_ RCC reportable \_\_\_\_\_

**ENVIRONMENTAL:** A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_

Chemical Released and quantity: \_\_\_\_\_

To what medium (e.g. air, water, ground): \_\_\_\_\_

**OCCUPATIONAL HEALTH:** Exposure \_\_\_\_\_ Potential for Exposure \_\_\_\_\_

**B. FIRE** \_\_\_\_\_ **DISTRIBUTION** \_\_\_\_\_

**C. INCIDENT COSTS:** \_\_\_\_\_

**DESCRIPTION OF INCIDENT:**

**DETAILS/LEARNINGS OF THE INVESTIGATION:**

**KEY FACTORS:**

**SYSTEM ELEMENTS THAT NEED TO BE STRENGTHENED:**

**PSM ELEMENTS:**

#### TECHNOLOGY

Process Technology \_\_\_\_\_

Operating Procedures and Safe Work Practices \_\_\_\_\_

Process Hazards Analysis \_\_\_\_\_

Management of Change Technology \_\_\_\_\_

#### PERSONNEL

Personnel Training & Performance \_\_\_\_\_

Incident Investigation & Communication \_\_\_\_\_

Contractor Safety & Performance \_\_\_\_\_

Emergency Planning & Response \_\_\_\_\_



## INCIDENT INVESTIGATION AND REPORTING

Management of Change Personnel \_\_\_\_

Auditing \_\_\_\_

### FACILITIES

Quality Assurance \_\_\_\_

Pre-Startup Safety Review \_\_\_\_

Mechanical Integrity \_\_\_\_

Management of "Subtle" Change \_\_\_\_

OTHER SYSTEM ELEMENTS: Operational Discipline \_\_\_\_

**RECOMMENDATIONS:**

**RESPONSIBILITY:      TIMING:**

2.

[There should be a recommendation for every PSM Element that needs strengthening]

**INVESTIGATED BY:**

**APPROVED BY:** \_\_\_\_\_

Plant Manager



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INCIDENT INVESTIGATION AND REPORTING

REVIEWED: \_\_\_\_\_ DATE: \_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
OPERATIONS

REVISED: \_\_\_\_\_ DATE: \_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNED NAME

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
PLANT MANAGER



**INCIDENT INVESTIGATION AND REPORTING**